

PURPOSE

Clarence Family Day Care Service will ensure the environment is safe, clean, and well maintained for children, families, educators, and visitors. Children's awareness of the environment and sustainable practice will be supported through daily practices, resources and interactions. The physical environment will support children's participation and engagement, development, learning, and safety, and will provide supervised access to positive experiences and inclusive relationships.

SCOPE

This policy applies to the Approved Provider, Staff, Educators, Educator Assistants, children, families, and visitors of Clarence Family Day Care Service.

POLICY

Our service is committed to ensuring that children are cared for in a physically and psychologically safe environment. With the co-operation of educators, this service will take reasonable steps, through regular safety checks that every educator's place of business is safe, in a fit and proper state of repair and contains all the requisite safety facilities specified in the Education and Care Services National Law Act and the Education and Care Services National Regulations.

All educators' premises undergo an annual safety assessment to ensure that all necessary outdoor safety facilities at their place of business meet the safety standards prescribed in the Education and Care Services National Law Act 2010 and Education and Care Services National Regulations 2018. Educators are required to maintain safety standards at all times. Educators are supported by the co-ordination unit in providing a safe environment.

Safety assessments are undertaken prior to a new FDC premise being approved, every 12 months, whenever the premise changes due to renovations or changes or when deemed necessary.

PROCEDURE

The following procedures will be followed:

- Children must be supervised by educators at all times. The educator must be in close proximity to children at all times either physically or within hearing range of each child. Such proximity would allow the educator to see and/or hear the activities of the children in care and return eye contact to a child within a few seconds.
- Educators continually assess the level of hazard in the care environment and take steps to ensure the safety of children when a hazard is identified.
- The coordination unit office provides information, training and support through home visits to ensure that educators are providing a physically and psychologically safe environment for children in care.
- Ensure equipment to be used is in good repair, is age appropriate and meets the relevant Australian Safety Standards.
- Ensure vehicles in which children are transported are safe and are fitted with appropriate safety restraints suitable for the age of the child. Children must never be left unattended in a vehicle.
- Firearms must be licensed and kept in a locked cupboard.

Educators must ensure safety including:

- a smoke, alcohol and drug free environment
- safe from animal attacks
- safe from electrical, fire and heat hazards

Safety facilities inside the home must include the features outlined below:

- Secure or elevated storage areas for the containment of hazardous substances such as poisons, insecticides, detergents, bleaches, pressure packs, pills and medicines, toiletries, cigarettes, lighters and matches
- Internal staircases which are inaccessible to children (gates at the top and/or bottom)
- A household first-aid kit must be kept in the family day care home out of reach of the children, but readily accessible to educators
- A telephone available for sending and receiving calls at all times while care is being provided.
- A comprehensive list of emergency telephone numbers is kept including the family day care office, the parent/s, doctor, ambulance, poisons information, emergency educator, police, state emergency service and the fire service
- All hot water outlets accessible to children, and those used for children’s personal hygiene purposes (hand washing and bathing), must deliver hot water in a safe and inaccessible manner (regulated to a lower temperature, removal of hot water taps, childproof covers on taps, multi-purpose barriers). Children must be supervised by the educator when accessing bathrooms
- Safety belts on high chairs
- Safe and well-maintained cots which meet Australian Standards

NATIONAL QUALITY FRAMEWORK

EDUCATION AND CARE SERVICES NATIONAL REGULATIONS	NATIONAL QUALITY AREA	NATIONAL QUALITY ELEMENT/STANDARD
73, 74, 75, 76, 82, 86, 99, 102, 103, 104, 105, 106, 107, 109, 110, 112, 115, 116, 117, 156, 168, 171	2	2.1: 2.1.1, 2.1.2, 2.1.3 2.2: 2.2.1, 2.2.2
	3	3.1.1, 3.1.2

REFERENCE & RELATED INFORMATION

- Pretty but Poisonous, R.C.H. Shepherd, 2004
- Workplace Health and Safety Act
- Education and Care Services National Law Act
- Education and Care Services National Regulations
- Raising Children website – www.raisingchildren.net.au
- National Quality Standards
- Australian Children’s Education & Care Quality Authority (ACECQA)
- KidSafe NSW - www.kidsafensw.org.au
- Australian Standards – www.standards.org.au